



D²A² Note Taking Services and Advising GA

The Department for Disability Access and Advising (D²A²)

The **D²A² Note-Taking Services and Advising GA** plays an integral role in the of **The Department for Disability Access and Advising (D²A²)**. The graduate assistant (GA) co-coordinates the IUP D²A² Note Taking program and provides direct service to clients, as well as assisting with all D²A² programs, planning, and implementation of services and/or programs. This GA trains student employees on the note-taking system and its implementation.

This is a data-intensive position. The person in this position should have excellent Excel/Access and other computer skills, such as Microsoft Outlook, mail-merging, Word); excellent attention to detail; excellent organizational skills; excellent time management; initiative; basic listening/counseling skills; ability/desire to work with non-traditional populations; patience; and creativity. Prior experience with survey systems (e.g., *Qualtrics*) is useful. The GA provides very occasional office clerical/receptionist support, as needed.

This is a twenty-hour a week position during the academic year, which **includes some evening and weekend work**. (Occur during the beginning of each semester. Some of this may be “banked” for taking time off later in the semester, if position requirements have been fulfilled). The position **will involve working immediately prior (one-to-two weeks) to semester start and the week just before the university begins in the spring**. *The position extends from late August of the student’s matriculation until their graduation.* Exceptions for interviewing and early employment in a professional position will be honored as necessary.

Responsibilities

- Co-ordinate the D²A²note taker program, including:
 - Updating the procedures manual and staff procedures directives each semester
 - Setting up and maintaining extensive, detailed Excel spreadsheets/Access databases
 - Advertising and interviewing potential note takers
 - Hiring, if needed, paid note takers or accepting volunteer note takers
 - Assigning note takers and regularly communicating assignments to students and note takers
 - Tracking assignments and needs; conducting evaluations of notes/note takers
 - Reporting usage (weekly)/costs (semester) to the director/assistant director
 - Contributing to the ongoing assessment of the program and to department evaluations
- Maintain contact (advising, support, intervention) with a caseload of students with disabilities
- Prepare accommodations plans for, and maintain contact records, on advising contacts
- Remain current on readings and resources related to D²A² routed to D²A² faculty/staff
- Assist in all aspects of D²A²; including correspondence, setting meetings, provision of accommodations and the services, attendant identification, faculty contacts, programs, etc
- Assist in the preparation of "Welcome Back" letters for clients each semester, as requested
- If needed, coordinate, or assist with coordinating, the alternate program. Identify needs and outsource texts. Report the usage of the alternate service each semester
- Other duties as assigned

Other Programs/Duties

- Represent D²A² at Academic Exploration Days, IUP Days, and other recruitment events, on weekdays and on weekends, as asked.

Compensation

- Tuition remission/stipend

Benefits

- Learn about disability services/laws/programs in higher education
- Work with an under-represented population on both accommodations and academic/social support
- Learn program management and assessment/evaluation procedures